

# **City Council Meeting Packet**



**December 5, 2017**

## AGENDA

Norton City Council

December 5, 2017

6:00 P.M.

1. Roll Call
2. Invocation – Rev. Freddie Powers
3. Pledge of Allegiance
4. Approval of Minutes
  1. Meeting of November 21, 2017
5. Audience for Visitors
6. New Business
  - A. Update on the Recent Cloudsplitter100 Ultra Trail Race.
  - B. Presentation by United Way on their IGNITE Program.
  - C. Presentation Regarding the Appalachian Community Action & Development Agency.
  - D. Resolution to Name the Economic Development Authority of Scott County as the Successor Organization to the Industrial Development Authority of Lee, Wise, and Scott Counties and the City of Norton.
  - E. Confirmation of a Check/Transfer in Excess of \$100,000.

F. Closed Meeting for Personnel as Per Section 2.2-3711 (A) (1) of the Code of Virginia, as Amended.

1. Appointment to the Cumberland Airport Commission for a Four (4) Year Term; Currently Chris Starnes Whose Term Expires 10/31/2017.

To 10/31/2021

2. Appointment to the Appalachian Juvenile Commission for a Two (2) Year Term; Currently James Lane Whose Term Expires 11/30/2017.

To 11/30/2019

3. Appointment to the Appalachian Community Action Agency; Currently Bobby Cassell Whose Term Expires 4/1/2022.

To 4/1/2022

4. Appointment to the Highway Safety Committee; Currently Bobby Cassell Whose Term Expires 1/31/2018.

To 1/31/2018

5. Appointment to the Community Services Board for a Two Year Term; Currently Dee Belcher Whose Term Expires 12/31/2017.

To 12/31/2019

6. Appointment to the Southwest Virginia Regional Jail Authority for a Four Year Term; Currently Carlos Noaks Whose Term Expires 12/31/2017.

To 12/31/2021

7. Appointment to the Southwest Virginia Health Authority for a Four Year Term; Currently Debbie Ward Whose Term Expires 12/31/2017.

To 12/31/2021

8. Evaluation of the City Manager.

7. Comments by the City Manager, City Attorney, and City Council.
8. Adjournment.

The regularly scheduled meeting of the Norton City Council was held on Tuesday, November 21, 2017, at 6:00 p.m., in the Municipal Council Chambers with Mayor William Mays presiding.

Present: Mark Caruso, William Mays, Joseph Fawbush, and Delores Belcher

Absent: Robert Fultz, Jr.

Also Present: Fred L. Ramey, Jr., City Manager, and Bill Bradshaw, City Attorney

The invocation was given by Pastor Gary Hill and was followed by the Pledge of Allegiance led by Police Chief James Lane.

Upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher, and passed by the following vote: YES – Caruso, Fawbush, Belcher, Mays, NO – None, ABSENT – Fultz, Council moved to adopt the minutes of the November 7, 2017, meeting as presented.

There was no response to the Mayor's Call for Visitors.

Council was presented a Resolution for Compliance as required by the Virginia Department of Housing and Community Development (DHCD) regarding the 2017 downtown revitalization project.

Mr. Ramey said the city is currently in the pre-contract phase of the grant which includes mandatory workshops and the adoption of the following resolutions required by DHCD to meet grant guidelines: Residential Anti-Displacement and Relocation Assistance Plan; Local Business and Employment Plan; 504 Grievance Procedure and Review; Non-Discrimination Policy; Self-Evaluation Site Accessibility Checklist; Fair Housing Certification; Resolution to Appropriate Funds; and Certification of Signatures and Address.

After review of each of the documents and upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher, and passed by the following unanimous roll call vote: YES – Fawbush, Belcher, Mays, NO – None, ABSENT – Fultz, ABSTAIN – Caruso, Council moved to adopt the Resolution for Compliance as Required by the Virginia Department of Housing and Community Development Regarding the 2017 Downtown Revitalization Project. (Insert)

Included in council's packets was a draft Federal Lands Access Program (FLAP) Memorandum of Agreement with the Federal Highway Administration (FHWA) – Eastern Federal Lands Highway Division (EFLHD), the Virginia Department of Transportation (VDOT), and the City of Norton.

Mr. Ramey said city administration has been working with the Federal Highway Administration on a FLAP grant that will be beneficial to the city by making pedestrian and Route 619 enhancements. If the grant is awarded, it will be a multi-phased project over several years with environmental assessments and architectural and engineering services started the first year, then construction of trails on city property, along with

improvements to the road, and pedestrian improvements along Route 619 will be completed thereafter. The grant agreement will be finalized soon and city administration requests Council's consent to authorize the Mayor to enter into a grant agreement with the Federal Highway Administration (FHWA) – Eastern Federal Lands Highway Division (EFLHD), the Virginia Department of Transportation (VDOT), and the City of Norton.

Upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by unanimous vote, Council moved to authorize the Mayor to enter into a Federal Lands Access Program (FLAP) Memorandum of Agreement with the Federal Highway Administration (FHWA) – Eastern Federal Lands Highway Division (EFLHD), the Virginia Department of Transportation (VDOT), and the City of Norton.

In their packets, Council had a request from the Wise County Regional Hazardous Materials Response Team, of 5724 Commodore Drive, for a sewer tap and waiver of the tap fee.

Mr. Ramey said the request is outside city limits in Esserville near Contura Energy and that sewer is available. He said the response team's original building was destroyed by an ice storm a couple of years ago and that he had invited Fire Chief Todd Lagow to discuss the request with Council since he is involved with the response team.

Chief Lagow stated the regional hazmat team is a 501(C)(3) non-profit organization that is made up of volunteers who are paid when deployed. He said the state funds all hazardous response teams across the state \$30,000 for the upcoming fiscal year and that 90 percent of the state funding will be allocated to insurance and equipment maintenance for the team. Chief Lagow stated the insurance settlement is not enough to cover the complete cost to rebuild the storage facility for the team's equipment and that the Wise County Regional Hazardous Materials Response Team does not bill municipalities when deployed. He said the response team is also asking Council to consider waiving the sewer tap fee if the connection is approved.

Upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher, and passed by unanimous roll call vote, Council moved to approve the installation of one outside sewer tap request for the Wise County Regional Hazardous Materials Response Team, of 5724 Commodore Drive, and to waive the one-time \$350 outside sewer connection fee.

In their packets, Council had one check to confirm. The check was to Carter Bank & Trust, dated October 19, 2017, in the amount of \$500,833.33, to pay off line of credit.

Upon a motion by Councilman Fawbush, seconded by Councilman Caruso, and passed by the following unanimous roll call vote: YES – Caruso, Fawbush, Belcher, Mays, NO – None, ABSENT – Fultz, Council moved to confirm the check to Carter Bank & Trust as stated above.

Upon a motion by Councilwoman Belcher, seconded by Councilman Caruso, and passed by unanimous roll call vote, Council moved to go into closed meeting to discuss personnel as per Section 2.2-3711 (A) (1) of the Code of Virginia, as amended, and discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publically held real property, where discussion in an open meeting would



adversely affect the bargaining position or negotiating strategy of the public body as per Section 2.2-3711 (A) (3) of the Code of Virginia, as amended.

Mayor Mays declared Council in closed meeting.

The city attorney left at this time.

Upon a motion by Councilman Caruso, seconded by Councilman Fawbush, and passed by unanimous vote, Council moved to go back into open meeting.

Mayor Mays declared Council back in open meeting.

The Clerk polled each member of Council as to the Certification of Closed Meeting with each answering yes. The Clerk then read a Resolution of the Certification of Closed Meeting.

Upon a motion by Councilman Caruso, seconded by Councilman Fawbush, and passed by the following unanimous roll call vote: YES – Caruso, Fawbush, Belcher, Mays, NO – None, ABSENT – Fultz, Council moved to adopt A Resolution of the Certification of Closed Meeting. (Insert)

In comments from the City Manager, Mr. Ramey advised the following:

The Fiscal Year 2017 audit is nearly completed by Thrower, Blanton and Associates and Tamara Greear may present the city's audit at the December 19<sup>th</sup> meeting.

The buildings and campsites in Flag Rock Recreation Area have been winterized for the season, but the park will remain open as weather permits.

Mr. Ramey handed out a copy of a resolution that will appear on the December 5<sup>th</sup> council agenda that will formally allow the Scott County Economic Development Authority to become the formal successor of the Duffield Development Authority (DDA) as it was originally intended when the DDA was dissolved.

He was contacted by a representative of United Way and this organization wishes to make a presentation to City Council.

He has invited Susan Howell, organizer of the Cloudsplitter 100 Ultra Trail Race, to the December 5<sup>th</sup> meeting to discuss this year's race.

He placed at each member's desk the November Retail Sales Report.

Mr. Ramey said the third annual Dairy Queen Turkey Day 5k will be held at 9:00 a.m., Thursday, November 23<sup>rd</sup>, and the city's Christmas parade is scheduled for 6:00 p.m., Sunday, December 3<sup>rd</sup>.

In comments from Council:

Councilwoman Belcher had no comments.

Councilman Caruso had no comments.

Councilman Fawbush had no comments.

Mayor Mays wished everyone a Happy Thanksgiving and asked members to consider if they wanted to dispense with the December 19<sup>th</sup> or the January 2<sup>nd</sup> meeting.

There being no further business to come before Council, the meeting adjourned.

CITY OF NORTON, VIRGINIA

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William Mays, Mayor

ATTEST:

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Clerk of Council



City of Norton



# Inter-Office Memo

**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager *FR*  
**CC:**  
**Date:** December 1, 2017  
**Re:** Update on Cloudsplitter 100 Event

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On Saturday, October 7, 2017, the 3<sup>rd</sup> annual Cloudsplitter 100 Ultra Trail Race was held in the City. The event was a great success and I have invited the event organizer, Susan Howell, to provide an update to City Council on the success of the event.

Thank You.

**City of Norton**

# Inter-Office Memo

**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager *FR*  
**CC:**  
**Date:** December 1, 2017  
**Re:** Ignite Program

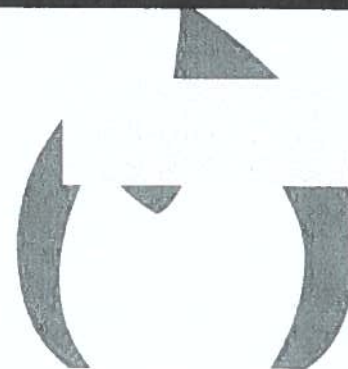
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Travis Staton, CEO of the United Way of Southwest Virginia, will be at our December 5, 2017 Council meeting to deliver a brief presentation about their Ignite Program. This is a program that has been implemented and they wanted to provide City Council with an overview and update on the progress.

Thank You.

# United Way of Southwest Virginia

## United Way of Southwest Virginia *Ignite Program*



Across the United Way of Southwest Virginia service area, the Ignite Program is investing in the next generation of Southwest Virginia's workforce through career awareness and hands-on learning for over 29,000 students.

The Ignite Program helps bridge the gap between the worlds of learning and work by connecting schools and students with employers and employees. The initiative enables middle school and high school students from every school system in our service area to realize their potential and be ready to enter and advance in Southwest Virginia's workforce.



**There's a gap between the worlds of learning and work.** What's needed is a true "cradle-to-career" continuum: a talent pipeline that prepares the next



# United Way of Southwest Virginia

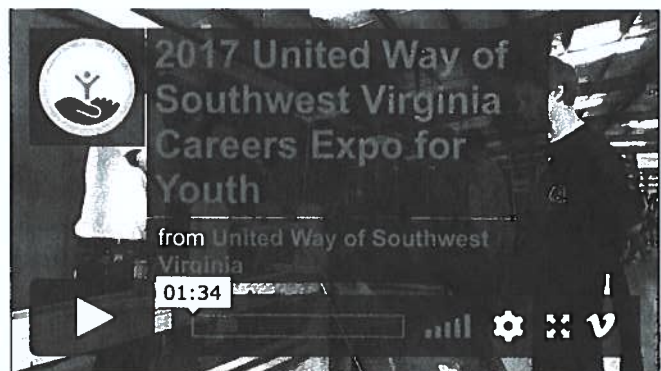
1. According to the Virginia Department of Education, less than ½ of high school graduates in Southwest Virginia go on to technical training, two-year/four-year higher education or the military.
2. Based on local employer feedback, Southwest Virginia is experiencing a workforce shortage and cannot fill open positions.
3. According to the Annie E. Casey Foundation, in 2015, more than 3,000 of Southwest Virginia's youth between the ages of 16 and 19 weren't in school or working.



United Way of Southwest Virginia is bringing partners together to address the challenges facing tomorrow's workforce. We have worked cross-sector to develop the following program components.

## • Career Awareness

- **Web-based software** for self-exploration and planning (6th-12th grade students)
- **Educators in Industry** teacher tours of employers (6th grade teachers)
- **Careers Expo for Youth**  
immersive awareness experience (7th grade students)



## • Hands-on Learning

- **Soft skills** curriculum from the Department of Labor (6th-12th grade students)
- **Money management** through Reality Check financial simulations (8th grade students)

# United Way of Southwest Virginia

Our 2016-2017 pilot to 1,000 students in 3 schools (Chilhowie Middle School, J.I. Burton High School, and E.B. Stanley Middle School) was a great success thanks to many local partnerships and our 38 participating employers. As of the fall of 2017, the pilot components of the program have been taken to scale to 15% of the state of Virginia – in every middle school and high school in our service area.



## Community Impact & Focus

By partnering with the Ignite Program, parents, community partners, and employers can join the efforts of United Way of Southwest Virginia to invest in tomorrow's workforce, today.

Students	Employers	Parents	Educators	Local Economic Developers
Get real-world advice and find out what options	Help prepare local youth for the workforce,	Keep up with your students' career interests with our	Obtain software and a career coach that helps	

# United Way of Southwest Virginia

graduate. You'll get:

- Online Career Matchmaking
- Company Tours
- Online Day-in-the-Life Videos
- Soft Skill Development (Punctuality, Communication, etc.)
- Resume Building
- Career Coach
- Money Management
- Online Journal
- Online Career Games
- Careers Expo for Youth Participation
- *Work-Based Learning (coming soon)*

your time:

- Career Coach
- Guest Speaker
- Company Tours
- Careers Expo for Youth Participation
- Classroom Demonstrations/Activities
- Advisory Committee Member
- Mock/Informational Interviews
- *Work-based Learning (coming soon)*

- See your students' career aspirations
- Start conversations about your students' future
- Contact guidance counselors and teachers

them in their career choice. You'll get:

- Software including Online Student Assessment
- Classroom Demonstrations
- Professional Development
- Pre-made Lesson Plans
- Careers Expo for Youth Participation

to the region with a plan in place to

workforce.

- Engaged workforce
- Cooperation among communities
- Community-minded employers
- Career-ready graduates

# United Way of Southwest Virginia

cultivate his/her talents and interests by engaging with them and expressing an interest in their future. It's not too early to make choices in school that will enhance your student's career later in life.

We're currently working to build a library of resources for you to help you speak with your choices.

**Link:** [7 Ways to Help Your Child Choose a Career](#)

## Contact Crystal



Crystal Breeding  
Program Manager, Ignite  
[cbreeding@unitedwayswva.org](mailto:cbreeding@unitedwayswva.org)  
Phone: 276-525-4073  
Fax: 276-525-8484

GET IN TOUCH

RESOURCES

GET E-NEWS

ORGANIZATIONAL  
RATINGS



# United Way of Southwest Virginia

Abingdon, VA 24212

Phone: 276.628.2160

Email:

[info@unitedwayswva.org](mailto:info@unitedwayswva.org)

we encourage you to make use of the 2-1-1 phone number. For more information, click here to visit the 2-1-1 website.

If you'd like to contact a local agency, follow the link below to view a list of resources.

[View Resources >](#)

community & to learn how you can help.

**GET INVOLVED**  
[Sign Up Today >](#)



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**e-news**

**City of Norton**

# Inter-Office Memo

**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager *FR*  
**CC:**  
**Date:** December 1, 2017  
**Re:** Appalachian Community Action & Development Agency, Inc.

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Lil Dupree, Executive Director of the Appalachian Community Action & Development Agency, Inc., will be at our December 5, 2017 Council meeting to provide an overview on her agency and the services that they provide in our community and primarily the LENOWISCO Region.

Thank You.



[Home](#) > [About AppCAA](#)

## About AppCAA

AppCAA, as a Community Action Agency, was created in 1964 as part of Lyndon Johnson's War on Poverty. AppCAA began serving clients in 1965 and was instrumental in the development of Nicklesville Health Clinic and establishment of community centers in Clinchport, Copper Creek, Dungannon, Prospect and Yuma. The site in Yuma was in coordination with the Yuma Ruritan.

Initially, AppCAA served only Scott County and did not add Lee and Wise Counties and Norton until the 1980's and 1990's.

In 1968, AppCAA worked with Lee County Community Action, Inc., Scott County Grower's Co-Op and Wise County AWARE to establish the Southwest Virginia Grower's Cooperative, Inc. This company harvested, packed and marketed tomatoes, peppers and squash grown in the LENOWISCO Planning District. By 1970, the Grower's Cooperative had 182 members and employed 50 workers during the operating season while it provided growers with supplemental income.

In 1969, AppCAA assisted the Fort Blackmore Ruritan Club and area residents to repair many roads that the state did not maintain. The youth enrolled in AppCAA's Neighborhood Youth Corps program worked alongside residents fixing the roads.

In the 1970's AppCAA worked very hard to not only attract business to the area for jobs but attempted to grow local businesses as well. AppCAA worked closely with the many partners in the Duffield Industrial Park to create a place that would be ideal for businesses willing to locate in our region. Additionally, AppCAA worked to establish a sewing factory on West Jackson Street in Gate City and, in 1986, donated labor to build the Phoenix Industries Sewing Factory in Dungannon.

The effort shown in AppCAA's early years continues today. In 2001, AppCAA worked very closely with the Lonesome Pine Office on Youth and the Nicklesville Ruritan Club to repair a local historical treasure – the Bush Mill. The Appalachian Regional Commission recognized the merits of the program by awarding a \$25,000 grant for the project. Not only was a historical landmark saved, area youth learned the value of hard work and their past.

AppCAA is still dedicated to serving low-to-moderate income people of the region and is currently looking to expand the number of services available to the residents.

**BOARD OF DIRECTORS**

**COMMUNITY ASSESSMENT**



[Home](#) > [About AppCAA](#) > [Board of Directors](#)

## Board of Directors

AppCAA Board of Directors meets on the 4th Monday of most months at 6:30pm at the LENOWISCO office building located at 372 Technology Trail Lane, Duffield, Virginia.

### BOARD OFFICERS:

Danny Mann, *Scott County Board of Supervisors* – President

Charles Slem, Jr., *Lee County Board of Supervisors* – Vice-President

Michael Sprinkle, *Powell Valley National Bank* – Treasurer

Patricia Bowden, *Wise County Schools* – Secretary

### MEMBERS AT LARGE:

Michael Abbott, *Wise County Board of Supervisors*

Mary Absher, *Kids Central, Inc. Head Start Policy Council*

Beth Blair, *Scott County Representation*

Bobby Cassell, *Norton City Council*

Nathan Cope, *Lee County Board of Supervisors*

Ethel Daniels, *Norton City Council*

Jennifer Frazier, *Scott County School Board*

Steve Garrett, *Woodway Water Authority*

Rita Hickman, *Scott County Cooperative Ministries*

Chad Hood, *Scott County Board of Supervisors*

Olivia Harvey, *Norton Representation*

Roger Ramey, *Wise County Board of Supervisors*

Brad Stallard, *Wise County Health Department*

Billy Wells, *Lee County Head Start*

Judy Calton, *Scott County Head Start*

Sara Ring, *Norton Representation*

Marybeth Adkins, *Norton Representation*

## BOARD OF DIRECTORS

## COMMUNITY ASSESSMENT

## PROGRAM/AGENCY DIRECTORS

## SERVICE AREA

## FINANCIALS

## RECENT POSTS

### SUMMER FOOD PROGRAM INFORMATION

May 30, 2017

**APPCAA IS HAPPY TO ANNOUNCE IT RECEIVED AN UNMODIFIED OPINION ON HIS MOST RECENT AUDIT. [CLICK HERE FOR DETAILS](#)**

March 7, 2017

### TAX SEASON IS FAST APPROACHING

January 4, 2017

## SERVICE AREA



AppCAA serves Lee, Scott and Wise counties, as well as the city of Norton. In addition, Child Care Connect also serves the counties of Dickenson, Buchanan, Russell, Washington, Tazewell, Smyth, Bland, Grayson, Wythe, and the cities of Bristol and Galax. AppCAA also provides Weatherization and Indoor Plumbing and Rehabilitation services in Dickenson County.

A RESOLUTION TO NAME THE ECONOMIC DEVELOPMENT AUTHORITY OF  
SCOTT COUNTY AS THE SUCCESSOR ORGANIZATION TO THE INDUSTRIAL  
DEVELOPMENT AUTHORITY OF LEE, WISE AND SCOTT COUNTIES AND THE  
CITY OF NORTON

Whereas in 1969, the governing bodies of the City of Norton, Virginia and the Virginia counties of Lee, Wise and Scott each adopted an ordinance (the “Enabling Ordinance”) establishing a joint industrial development authority for said counties and city known as the Industrial Development Authority of Lee, Wise and Scott Counties and the City of Norton, and commonly known as the Duffield Development Authority (the DDA);

Whereas in 1974, the governing bodies of the counties of Lee, Wise and Scott and the City of Norton each adopted a uniform ordinance (“the Uniform Ordinance”) ratifying the Enabling Ordinance and all actions previously taken under it;

Whereas in 2010, the Board of Directors of the DDA enacted a resolution (the “Authority Dissolution Resolution”), which stated that the purposes for which the Industrial Development Authority of Lee, Wise and Scott Counties and the City of Norton was formed had been substantially complied with and that all bonds theretofore issued and all obligations theretofore incurred by the Industrial Development Authority of Lee, Wise and Scott Counties and the City of Norton had been fully paid;

Whereas in 2011, each of the four governing bodies adopted a Joint Resolution to Dissolve the Industrial Development Authority of Lee, Wise and Scott Counties and the City of Norton;

Whereas in this process of dissolution a successor organization to the DDA was never formally authorized or assumed;

Whereas a successor organization is necessary to oversee the Duffield Industrial District, specifically to assume the role as “the Authority” as described in the Declaration of Protective



Covenants and Restrictions made and entered into the 29<sup>th</sup> day of December 1971, of record in the Circuit Court Clerk's Office of Scott County, Virginia in Deed Book 266, Page 391, and as amended in Deed Book 307, Page 697, Deed Book 308, Page 288 and Deed Book 384, Page 673, by the DDA, therein called "the Authority", in order to further the development and improvement of the Duffield Industrial District for industrial, commercial and public uses, and

Whereas, the Economic Development Authority of Scott County, by a majority vote of its board of directors on October 25, 2017, has agreed to assume the responsibility of being the successor organization to the DDA; now, therefore, be it

*Resolved*, that the City Council for the City of Norton in accordance with Section 15.2-4914 of the Code of Virginia (1950), as amended, as one of the four localities creating the DDA, authorizes the Economic Development Authority of Scott County to be the successor organization to the DDA, primarily to assume the role as "the Authority" in the Declaration of Protective Covenants and Restrictions for the Duffield Industrial District, as well as any marketing, dialogue with existing park tenants, and other day to day needs of the District.

Resolved this 5<sup>th</sup> day of December, 2017.

CITY OF NORTON, VIRGINIA

\_\_\_\_\_  
WILLIAM J. MAYS, MAYOR

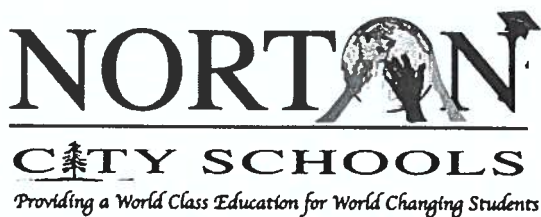
ATTEST:

\_\_\_\_\_  
Clerk



**SCHOOL BOARD**

Sherry Adams, Chairperson  
Mark Leonard, Vice-Chairperson  
Carol Caruso  
April Fletcher  
Joseph Stallard



**DIVISION SUPERINTENDENT**  
Gina J. Wohlford  
gwohlford@nortoncityschoos.org  
Phone 276.679.2330  
Fax 276.679.4315

TO: Jeff Shupe  
FROM: Jacqueline Brooke  
SUBJECT: Request for Funds

DATE: October 30, 2017

Norton City Schools requests a deposit of City Funds in the amount of \$150,000 to cover October 2017 payroll expenditures.

Thank you!